

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: February 6, 2009

CALATERS LETTER #09-002

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS PROCESSING DURING THE FURLOUGH PROGRAM

At the direction of the Governor (Executive Order S-16-08 dated December 19, 2008) the Department of Personnel Administration has developed a furlough program whereby certain groups of employees are required to take two unpaid furlough days beginning today, February 6, 2009. The Department of Finance (DOF), which maintains the California State Accounting and Reporting System (CalSTARS), falls under the furlough program and will not process CalSTARS funding information today.

CalSTARS accounts for all revenues, expenditures, receipts, disbursements and property of the state. Each business day, CalATERS extracts and sends accounting information to CalSTARS. Since DOF staff are not available today to accept CalATERS accounting information and to avoid accounting problems, CalATERS will not run its normal interfaces with CalSTARS today, February 6, 2009.

In addition, the daily processing and interfaces that normally occur today will not occur until Monday, February 9, 2009. As a result, CalATERS interface files that are provided to departments with their own accounting systems will not be provided today. However, CalATERS is available for employees to create and submit claim forms, to have the forms approved by their approvers and for departmental accounting offices to approve the forms.

All daily processing and interfaces will resume on Monday, February 9, 2009. If you have any questions regarding this letter, please contact the CalATERS Help Desk at (916) 324-9991.

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